



COUNTY OF LOS ANGELES
OFFICE OF SMALL BUSINESS/PTAC

Community Business Enterprise PROGRAM



CBE Policy

It is the policy of the County of Los Angeles Board of Supervisors that minority, women, disadvantaged and disabled veteran business enterprises be afforded the maximum opportunity to participate in the County's contracting and procurement programs.

To assist in this endeavor, the Board of Supervisors established the Community Business Enterprise (CBE) Program. To be eligible to participate in the County of Los Angeles CBE Program, a business must either be certified as a minority (MBE), women (WBE), disadvantaged (DBE), and/or disabled veteran (DVBE) business enterprise. **All bidders/proposers are advised that on final analysis and consideration of an award of a contract, the bidder/proposer is selected without regard to race, creed, color, or gender.**

Why Participate in the County's CBE Program

- Certified CBE's are included in the County's CBE listing of Certified Minority, Women, Disadvantaged and Disabled Veteran Business Enterprises. This listing is an invaluable resource tool and is used by:
 - ✓ County Departments, other public agencies, and the private sector that are seeking firms to meet their procurement and contracting needs; and
 - ✓ Prime and subcontractors also use this CBE listing as a resource to locate certified firms to meet their subcontracting needs.
- Certified CBE's are offered expanded networking opportunities with public and private contracting agencies.

- Certified CBE's receive unlimited access to participation at focused outreach and networking workshops, seminars, conferences, business expositions, and vendor fairs.
- As a certified CBE business registered on the Los Angeles County Vendor Registration (WebVen) website at <http://camisvr.co.la.ca.us/webven/> your business will receive benefits of:
 - ✓ Online access to County open bids;
 - ✓ Bid lists generated by County departments looking for prospective vendors;
 - ✓ Automatic notification by email of County bids by specific commodities and services.
- Certified CBE's receive heightened visibility with all County Procurement Officers. The County's vendor database is used by all County departments to solicit bids.
- Certified CBE's receive access to a comprehensive range of programs and services designed for entrepreneurs during all stages of business development.

Minority (MBE) & Women (WBE) Owned Business Enterprise Certification Eligibility

- The County of Los Angeles certifies minority and/or women owned businesses, which meet the following eligibility criteria:
 - ✓ Be a minority and/or a women-owned business whose ownership must be comprised of citizens or lawful permanent residents of the United States and who are Black/African American, Hispanic/Latino, Asian/Pacific Islander, Filipino, American Indian and/or Women;
 - ✓ Have at least 51% ownership by one or more minorities or women; and
 - ✓ Managed by, and the daily business operations controlled by, one or more minorities or women.

Disadvantaged Business Enterprise (DBE) & Disabled Veteran Business Enterprise (DVBE) Participation

Although the County does not certify DBEs or DVBEs, the CBE program recognizes these businesses for program participation purposes. For certain federal programs, DBE and DVBE participation is required. Your County participation will ensure you are notified of opportunities for participation in these federal programs. DBEs or DVBEs wishing to participate must be currently certified by another authorized governmental certifying agency.

Frequently Asked Questions

Does it cost to get certified?

No. There are no fees involved in applying for certification. Simply fill out the application and submit it with the appropriate supporting documents. You should also be registered with the County's Vendor Registration (WebVen) website at <http://camisvr.co.la.ca.us/webven/> to participate in the County's online access to County open bids, be placed on bid lists generated by County departments looking for prospective vendors and periodically be notified automatically by email of County bids by specific commodities/services.

How long is certification valid?

A CBE certification is valid for a period of two years.

How long will it take?

The average processing time is normally 30 calendar days. To avoid delays, it is to your advantage to submit all the required information with your initial application.

How do I apply for CBE certification?

To request certification as a County of Los Angeles minority and/or women owned business enterprise, or to be recognized as a DBE or DVBE for the CBE program participation, please complete the attached **Application for Participation** and **Acknowledgement of Sanctions** and return it to:

County of Los Angeles
Office of Small Business/PTAC
Community Business Enterprise Program
1100 N. Eastern Avenue, 1st Floor
Los Angeles, CA 90063

For assistance regarding the **Application for Participation**, or questions concerning the **CBE Program** visit our website at osb.lacounty.gov, or call our CBE Customer Service number at (877) 669-2237.

The County of Los Angeles Office of Small Business/PTAC may request additional information and/or conduct an on-site visit at any time to verify any documentation submitted by the applicant.



COUNTY OF LOS ANGELES
OFFICE OF SMALL BUSINESS/PTAC

COMMUNITY BUSINESS ENTERPRISE PROGRAM (CBE)

APPLICATION FOR PARTICIPATION

Please select one: First Time Certification ☐ Recertification ☐ CBE #: _____
(If recertification, indicate CBE number)

Los Angeles County Vendor Registration (WebVen) #: _____

INSTRUCTIONS: All applicants must complete sections ❶ through ❷ and the attached **Acknowledgement of Sanctions**. You should also register your business with the County's Vendor Registration (WebVen) website at <http://camisvr.co.la.ca.us/webven/> to participate in the County's online access to County open bids, be placed on bid lists generated by County departments looking for prospective vendors, and periodically be notified automatically by email of County bids by specific commodities and services.

❶ GENERAL BUSINESS INFORMATION (Indicate "N/A" if not applicable to your business)

Name of Business		
Principal Place of Business Address (Do not use P.O. Box) <i>P.O. box is not acceptable to determine principal place of business</i>		
City	State	Zip Code
Mailing Address (if different)		
Telephone Number ()	Fax Number ()	Email Address *(Highly Recommended)
Contact Person for the Business		Title

* The CBE Program is moving towards electronic automation to conduct its business. Your email address will enable us to notify and correspond with you more efficiently.

❷ MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES

Type of participation requested (check all that apply):		
<input type="checkbox"/> Minority Business Enterprise (MBE)	<input type="checkbox"/> Disadvantaged Business Enterprise (DBE)	
<input type="checkbox"/> Women Business Enterprise (WBE)	<input type="checkbox"/> Disabled Veteran Business Enterprise (DVBE)	
DBEs and DVBEs wishing to participate must be currently certified by another authorized governmental certifying agency and must submit a copy of the certification with your application.		
Complete the following questions:		
	Yes	No
a. Is your firm a minority and/or women owned business?	<input type="checkbox"/>	<input type="checkbox"/>
b. Is your firm at least 51% minority or women owned?	<input type="checkbox"/>	<input type="checkbox"/>
c. Is your firm's daily business operations controlled or managed by one or more minorities or women?	<input type="checkbox"/>	<input type="checkbox"/>

3 OWNERSHIP INFORMATION (Refer to section 6 for required documentation)

Race/Ethnicity of owner(s):	<input type="checkbox"/> Black/African American	<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> American Indian	<input type="checkbox"/> Filipino	
Gender of Owner:	<input type="checkbox"/> Male	<input type="checkbox"/> Female				
Type of Ownership:	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company		
List owners and their percentage of interest						
Name	Race/Ethnicity	Gender		Percentage of Ownership	U.S. Citizen	
		Male	Female		Yes	No

4 CERTIFICATION BY ANOTHER PUBLIC AGENCY

Is your firm currently certified as a MBE, WBE, DBE, DVBE or 8(A) by another public Agency?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
(A list of County recognized governmental certifying agencies is available at osb.lacounty.gov)					
<p><i>You may be eligible for CBE participation under the Federal Small Business Administration 8(A) definition as a small business which is unconditionally owned and controlled by one or more socially and economically disadvantaged individuals who are of good character and citizens of the United States, and which demonstrates potential for success. For certification as an 8(A) visit the Federal Small Business Administration at http://www.sba.gov/content/8a-business-development-0</i></p>					
If yes, complete the following and attach proof of certification. THE COUNTY DOES NOT ACCEPT SELF-CERTIFICATION.					
Agency Name	CHECK TYPE OF CERTIFICATION				Certification Expiration Date (mm/dd/yy)
	Minority (MBE)	Women (WBE)	Dis-advantaged (DBE)	Disabled Veteran (DVBE)	

5 STANDARD INDUSTRIAL CLASSIFICATION (SIC) DESCRIPTION

Identifying a Standard Industrial Classification (SIC) description for your specific business type, specific industry and/or goods and service will help potential business partners and contracting agencies locate your firm from our CBE listing. List the appropriate SIC description of goods and/or services provided by your business. A searchable list of SIC descriptions and codes is available at the U.S. Department of Labor's Standard Industrial Code website at http://www.osha.gov/pls/imis/sicsearch.html or call our office at (877) 669-2237 to request assistance.			
SIC Description	Code	SIC Description	Code

6 REQUIRED SUPPORT DOCUMENTS

Include the following required documents with your certification application for each owner. Your application will be delayed without the required documents. Based upon your submitted information, it may be necessary for your business to submit additional supporting documentation to determine your eligibility.

For **MBE** and/or **WBE** participation, attach a copy of the following documents for each owner claiming minority and/or women owned status. Owners who are not U.S. citizens must submit proof of legal permanent residence.

<p>▪ Proof of MINORITY status Examples of acceptable evidence are:</p> <ul style="list-style-type: none"> ✓ birth certificate ✓ passport [if owner(s) from another country] ✓ naturalization data and proof of legal residency 	<p>▪ Proof of WOMEN status Examples of acceptable evidence are:</p> <ul style="list-style-type: none"> ✓ birth certificate, <u>and</u> ✓ drivers license, or ✓ passport
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In addition, submit the following copies of documentation for your **Type of Ownership**:

<p><u>Sole Proprietorship</u></p> <ul style="list-style-type: none"> • License to do business or fictitious business name filing 	<p><u>Partnership</u></p> <ul style="list-style-type: none"> • License to do business or fictitious business name filing • Partnership agreement • Detailed business plan, if in business less than one year 	<p><u>Corporation</u></p> <ul style="list-style-type: none"> • License to do business or fictitious business name filing • Article or Certificate of Incorporation and/or corporate bylaws • Detailed business plan, if in business less than one year
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For **DBE** and **DVBE** participation, attach a copy of your certification from a County recognized governmental certifying agency (refer to part 4)

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I declare under penalty of perjury under the laws of the State of California that the information is true and correct and that the foregoing statements are true and includes all material information necessary to identify and explain the operations of _____ and the ownership thereof.
(Name of business)

Owner/Principal Signature: _____ Title _____

Print Name: _____ Date _____

Note: To avoid delays in processing your application, complete all necessary information, sign, and date; include all required documents and submit to the address listed below:

County of Los Angeles, Office of Small Business/PTAC
Community Business Enterprise Program
1100 N. Eastern Avenue, 1st Floor
Los Angeles, CA 90063

FOR OFFICIAL USE ONLY	Review file contents		Additional Information		Approved		Denied	
	Initial	Date	Initial	Date	Initial	Date	Initial	Date



ACKNOWLEDGEMENT OF SANCTIONS COMMUNITY BUSINESS ENTERPRISE PROGRAM

It is the policy of the County of Los Angeles Board of Supervisors that it is unlawful for any person to knowingly submit fraudulent information with the intent of receiving Community Business Enterprise (CBE) certification and avail themselves of any benefits for which they are not entitled.

This is to acknowledge that the undersigned, on behalf of himself or herself individually and on behalf of his or her business or organization, is fully aware of the following policy of the County of Los Angeles.

- A. A person or business shall not:
1. Knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining, or attempting to obtain or retain, acceptance or certification as a community business enterprise; for the purposes of this article.
 2. Willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the acceptance or certification or denial of acceptance or certification of any entity as a minority and/or women owned business enterprise, or both.
 3. Willfully and knowingly obstruct, impede, or attempt to obstruct or impede, any County official or employee who is investigating the qualifications of a business entity which has requested acceptance or certification as a community business enterprise.
 4. Knowingly and with intent to defraud, fraudulently obtain, attempt or obtain, or aid another person or business in fraudulently obtaining or attempting to obtain, public monies to which the person or business is not entitled under this article.
- B. Any person or business who violates the above shall be suspended from bidding on, or participating as a contractor, subcontractor, or supplier in any County contract or project in accordance to the provisions of Chapter 2.202 of the County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).
- C. No County agency with the powers to award contracts shall enter into any contract with any person or business suspended for violating this section during the period of the person's or business' suspension. No awarding department shall award a contract to any contractor who uses the services of any person or business as a subcontractor suspended for violating this section during the period of their person's or business' suspension.

The undersigned acknowledges, on behalf of him/herself, individually and on behalf of his/her business or organization, is fully aware of the above policy of the County of Los Angeles and declares under penalty of perjury under the laws of the State of California that the information is true and correct.

Name of Firm: _____ Date: _____

Authorized Signature _____ Title: _____